



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

INDUSTRIAL DEVELOPMENT COORDINATOR

Job Number: 20001596

Job Code: 82400V000101

Job Group: 8200 - ECONOMIC DEVELOPMENT

Job Established: 01/01/1985

Job Revised: 02/24/2006

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Coordinates the work of professional staff and/or others and personally performs work involved in recruiting and promoting industrial or business development and/or expansion in Kentucky; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of experience in business management, marketing, economics, banking management, industrial development, research or a related field.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Additional experience in one of the above areas will substitute for the required college on a year-for-year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Coordinates work of staff and/or others outside the cabinet, i.e. local government officials, local economic development officials, utility and railroad representatives. Plans, organizes, and coordinates specific programs which will result in economic development benefits to Kentucky. Travels within the United States to major cities to meet with business executives to discuss the economic advantages of Kentucky. Prepares proposals regarding the corporate climate of Kentucky, giving detailed information about taxes, methods of financing, labor laws, environmental regulations, transportation, energy fuels, manpower availability, wages, labor organizations and industrial training. Counsels and advises corporations regarding the assistance which state government can provide in determining locational needs and the Kentucky communities which can meet these needs. Assists in preparing communities for industrial growth by advising officials of needed improvements to attract industry. Analyzes corporate and business financial statements to determine validity of the project. Researches and develops a thorough knowledge of the state's overall industrial resources in order to recommend appropriate sites to industries and businesses. Analyzes, evaluates and interprets business and industrial data. Delivers speeches and participates in seminars in and out of state to promote economic development. Acts as liaison within the independent state economic organizations, i.e. railroads, utilities, riverports, federal and local officials. Assists in the establishment of educational programs geared to meet the needs of potential clients. Promotes the expansion of existing industries. Consults with existing industries and businesses on their needs and problems and assists in correcting same. Maintains accurate and detailed records of each assigned project until the project is located or becomes inactive. Drafts professional, technical and administrative reports on industrial research projects. Keeps aware of federal and state legislation changes which affect economic development. Participates in the development or revision of policies and procedures relating to economic and industrial development.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Typically works in an office setting with some routine traveling to industrial or business sites.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.